

PARKER COUNTY

Order Process



Have Questions?

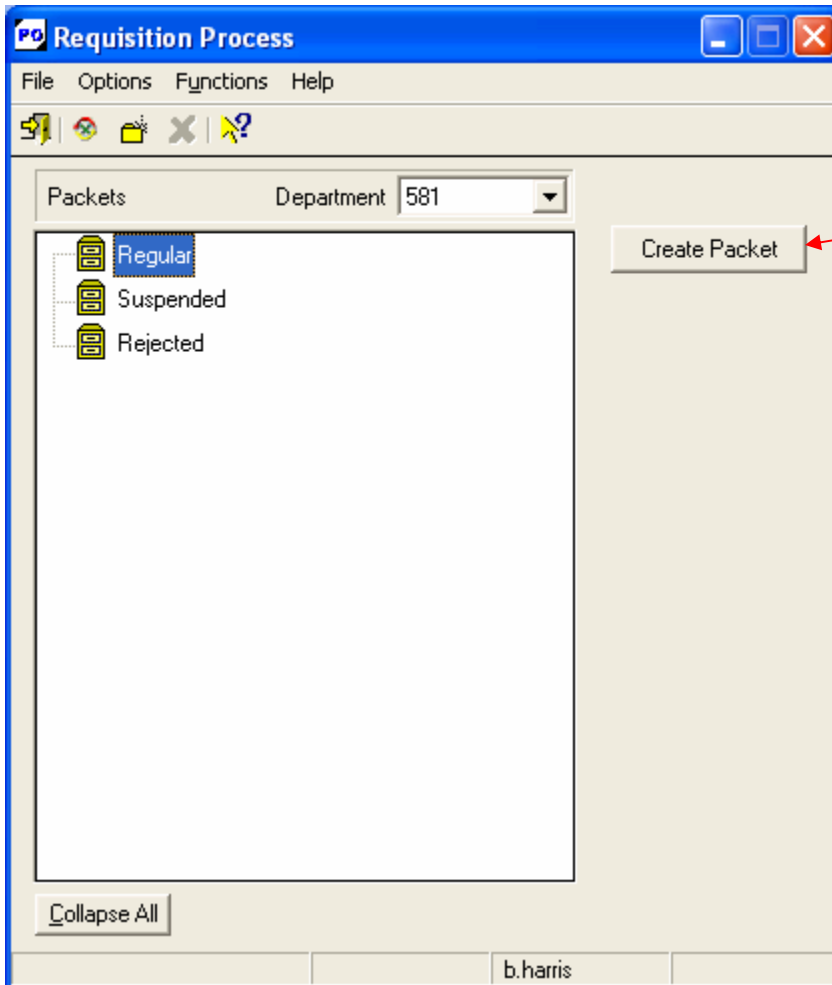
Mary Ruth Nelson, Account Manager

972.471.2000 Ext. 238 or

Maryruth.nelson@staples.com

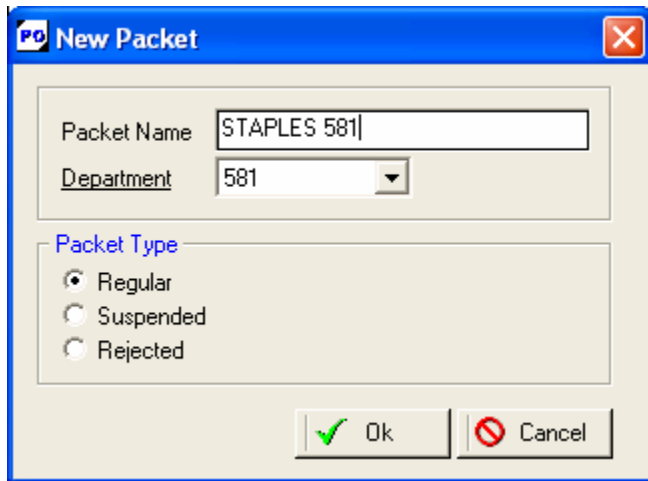


Creating a Purchase Order



Click the “Create Packet” button to begin the process.

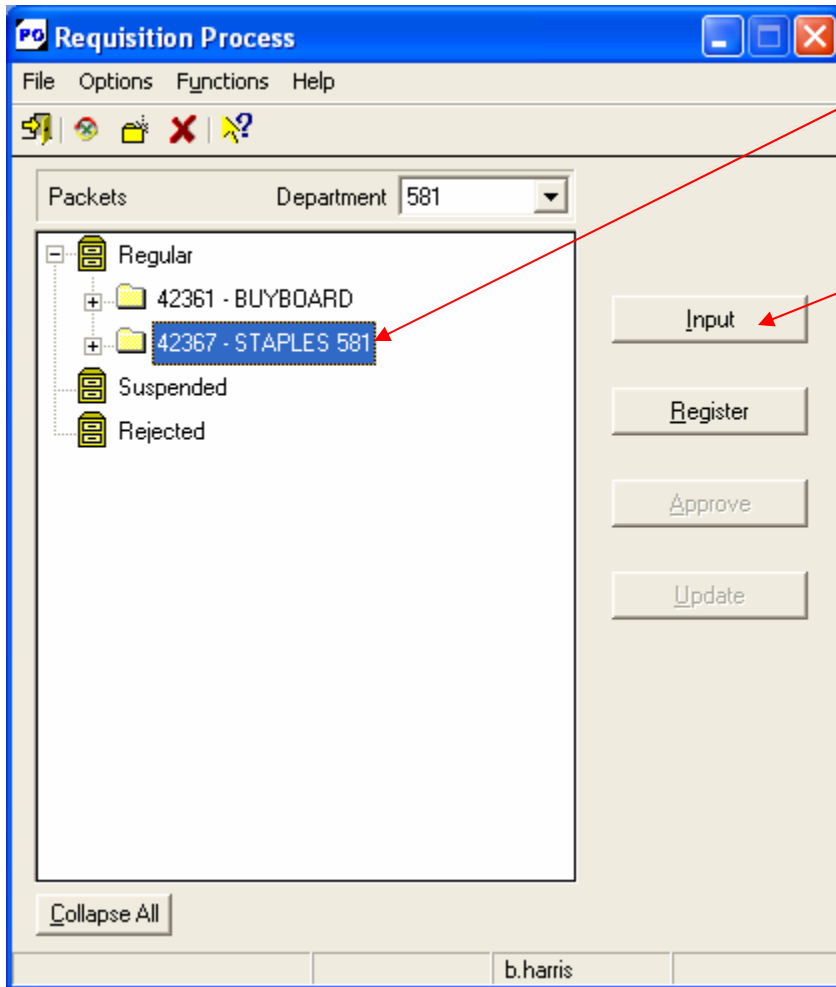
New Packet



The screenshot shows a dialog box titled "New Packet" with a blue header bar. Inside the dialog, there is a text input field for "Packet Name" containing the text "STAPLES 581". Below it is a dropdown menu for "Department" with "581" selected. Under the heading "Packet Type", there are three radio buttons: "Regular" (which is selected), "Suspended", and "Rejected". At the bottom of the dialog are two buttons: "Ok" with a green checkmark icon and "Cancel" with a red X icon.

- Name your new packet.
- The department number should be added here as well.

Input Information



- Highlight Packet you want to add to.
- Click the “Input” button.

Item Tab

The screenshot shows the 'P/O Requisition Input' window with the 'Item' tab selected. The form contains the following fields and values:

- Requisition Number: 00056992
- Packet: 42367-STAPLES 581
- Approval / Rejection: D B P *A *A *A
- Vendor Set: 01-PARKER COUNTY
- Vendor: 2686 (STAPLES BUSINESS ADVANT)
- Department: 581
- Approved by: Deena Nichols
- Ordered by: Assistant
- Summary Desc: 581
- Status: New
- P.O. Number: 08-14000
- Ship to: 581-Purchasing Dept
- Issued: 5/16/2008
- Est. Delivery: 5/16/2008

Red arrows indicate the following connections:

- From 'Vendor: 2686' in the list to the 'Vendor' field.
- From 'Summary Desc.: Dept number' in the list to the 'Department' field.
- From 'Ship to: Dept Number' in the list to the 'Ship to' dropdown menu.

- Vendor: 2686
- Summary Desc.: Dept number
- Ship to: Dept Number

Distribution tab

P/O Requisition Input

File Edit Functions Options Help

Requisition Number 00056992 Packet 42367-STAPLES 581 New

Approval / Rejection D B P *A *A *A

Item Distribution Misc. Approval Comments / Notes

Account 10 5-581-300-330 Template Description OFFICE SUPPLIES
SUPPLIES PURCHA

Project Ordered Units Price Amount
0.000 0.000 10.00

Fund	Account	PJ	Line	Description	Units	Price	Amount	DB
10	5-581-300-330			OFFICE SUPPLIES	0.000	0.000	0.00	

Account Budget 2,500.00 Available 177.75 Total 0.00
Group Budget 0.00 Available 0.00

Ok Cancel

Edit b.harris

- Enter Account Info
- Description – Office Supplies
- Amount - \$10.00

Requisition Approval

Requisition Approval

Approval Status

-- Approval Level --

Dept Head	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject
Buyers	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Purchasing	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject

Rejection E-Mail

Preview E-Mail Message

Send E-Mail Message

No E-Mail Message

- You can mark the PO as either Approve or Reject.
- Marking it Reject lets us know that you have not finished the PO.



Customer Login

Company ID:

User ID:

Password:

[Log in](#)

[Forget your ID or Password?](#)

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*For J.D. Power and Associates Certified Call Center ProgramSM information, visit www.jdpower.com.



Shipping Location

Please select a
Ship To Location

Sort by: (optional)

City State Ship To ID

554 WILLOW PARK, TX

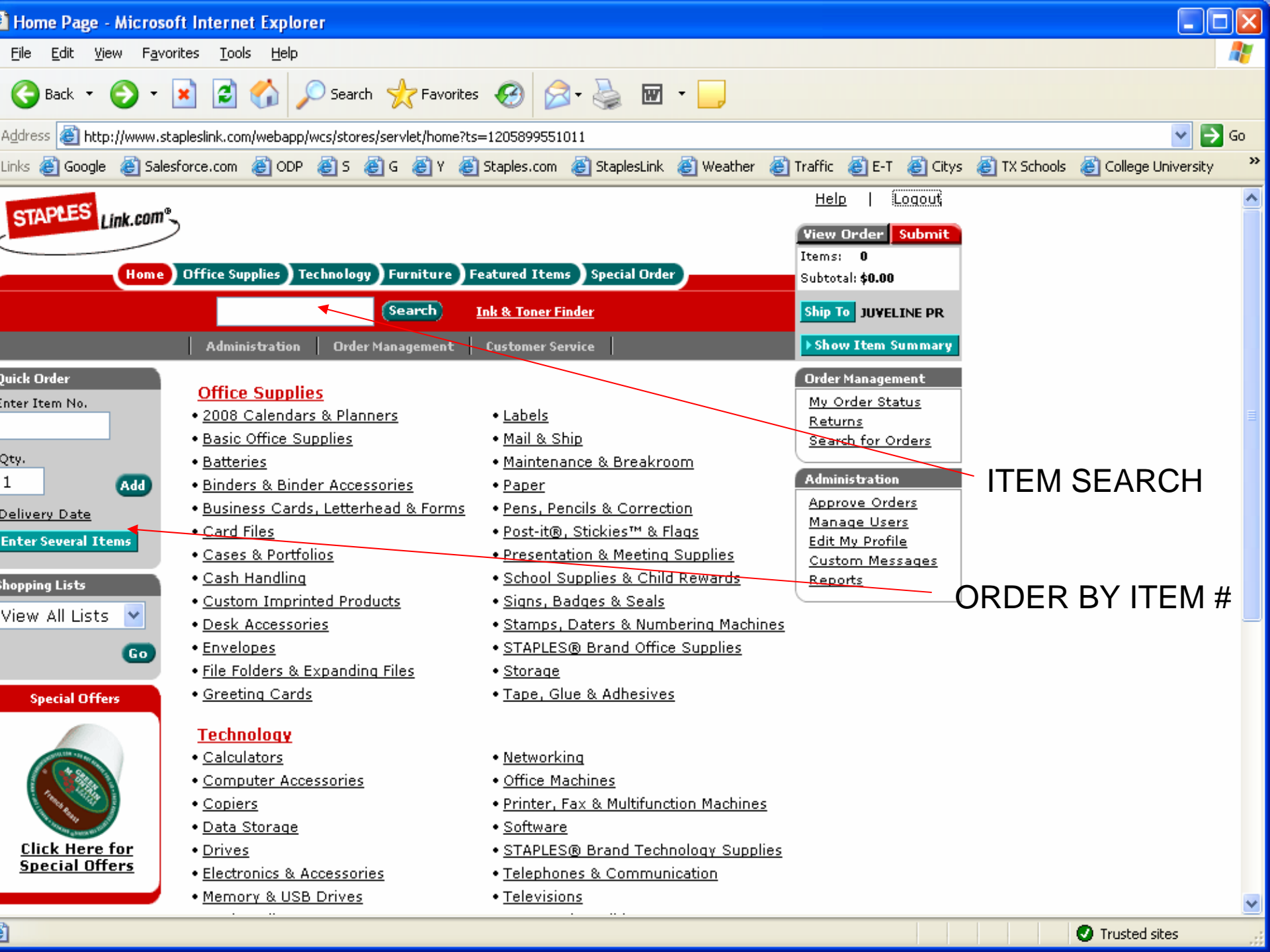
You have selected:
554
5189 E I-20 SERVICE RD N
WILLOW PARK, TX 76087
USA

Click Here

OK

An Important Message from Your Company

Existing customer questions and support: 1-800-633-6080, links@staples.com
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Help | Logout

Home Office Supplies Technology Furniture Featured Items Special Order

Search Ink & Toner Finder

Administration Order Management Customer Service

View Order **Submit**

Items: 0
Subtotal: \$0.00

Ship To JUVELINE PR

Show Item Summary

Order Management

[My Order Status](#)
[Returns](#)
[Search for Orders](#)

Administration

[Approve Orders](#)
[Manage Users](#)
[Edit My Profile](#)
[Custom Messages](#)
[Reports](#)

Quick Order

Enter Item No.

Qty. **Add**

Delivery Date

Enter Several Items

Shopping Lists

View All Lists

Go

Special Offers



Click Here for Special Offers

Office Supplies

- [2008 Calendars & Planners](#)
- [Basic Office Supplies](#)
- [Batteries](#)
- [Binders & Binder Accessories](#)
- [Business Cards, Letterhead & Forms](#)
- [Card Files](#)
- [Cases & Portfolios](#)
- [Cash Handling](#)
- [Custom Imprinted Products](#)
- [Desk Accessories](#)
- [Envelopes](#)
- [File Folders & Expanding Files](#)
- [Greeting Cards](#)

- [Labels](#)
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- [Maintenance & Breakroom](#)
- [Paper](#)
- [Pens, Pencils & Correction](#)
- [Post-it®, Stickers™ & Flags](#)
- [Presentation & Meeting Supplies](#)
- [School Supplies & Child Rewards](#)
- [Signs, Badges & Seals](#)
- [Stamps, Daters & Numbering Machines](#)
- [STAPLES® Brand Office Supplies](#)
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Technology

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- [Computer Accessories](#)
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- [Data Storage](#)
- [Drives](#)
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- [STAPLES® Brand Technology Supplies](#)
- [Telephones & Communication](#)
- [Televisions](#)

ITEM SEARCH

ORDER BY ITEM #



Help | Logout

Home Office Supplies Technology Furniture Featured Items Special Order

Search Ink & Toner Finder

Administration Order Management Customer Service

View Order Submit

Items: 0 Subtotal: \$0.00

Ship To JUVELINE PR

Show Item Summary

Order Management

My Order Status Returns Search for Orders

Administration

Approve Orders Manage Users Edit My Profile Custom Messages Reports

Quick Order

Enter Item No. Qty. 1 Add Delivery Date Enter Several Items

Shopping Lists

View All Lists Go

Special Offers



Office Supplies

- 2008 Calendars & Planners Basic Office Supplies Batteries Binders & Binder Accessories Business Cards, Letterhead & Forms Card Files Cases & Portfolios Cash Handling Custom Imprinted Products Desk Accessories Envelopes File Folders & Expanding Files Greeting Cards

- Labels Mail & Ship Maintenance & Breakroom Paper Pens, Pencils & Correction Post-it®, Stickers™ & Flags Presentation & Meeting Supplies School Supplies & Child Rewards Signs, Badges & Seals Stamps, Daters & Numbering Machines STAPLES® Brand Office Supplies Storage Tape, Glue & Adhesives

Technology

- Calculators Computer Accessories Copiers Data Storage Drives Electronics & Accessories Memory & USB Drives Networking Office Machines Printer, Fax & Multifunction Machines Software STAPLES® Brand Technology Supplies Telephones & Communication Televisions

Order by Staples Item Number



Help | Logout

View Order Submit

Items: 2
Subtotal: \$104.04

Ship To ADMINISTRAT

Show Item Summary

Home Office Supplies Technology Furniture Featured Items Special Order

Search

Ink & Toner Finder

Resource Center Administration Order Management Customer Service

Quick Order

Enter Item No.

Qty.

Add

Delivery Date

Enter Several Items

Shopping Lists

View All Lists

Go

Special Offers



Click Here for Special Offers

Quick Order: Enter Several Items Add to Order

- Enter your list of Item Numbers and quantities, then click 'Add to Order.'

Item Number	Qty	Item Number	Qty
1	<input type="text"/>	11	<input type="text"/>
2	<input type="text"/>	12	<input type="text"/>
3	<input type="text"/>	13	<input type="text"/>
4	<input type="text"/>	14	<input type="text"/>
5	<input type="text"/>	15	<input type="text"/>
6	<input type="text"/>	16	<input type="text"/>
7	<input type="text"/>	17	<input type="text"/>
8	<input type="text"/>	18	<input type="text"/>
9	<input type="text"/>	19	<input type="text"/>
10	<input type="text"/>	20	<input type="text"/>

Key item number And quantities

Click here when complete

Add to Order



Help | Logout

Home Office Supplies Technology Furniture Featured Items Special Order

45a

Search

Ink & Toner Finder

Resource Center Administration Order Management Customer Service

View Order Submit

Items: 2

Subtotal: \$104.04

Ship To ADMINISTRAT

Show Item Summary

Order Management

My Order Status

Returns

Search for Orders

Administration

Approve Orders

Edit My Profile

Quick Order

Enter Item No.

Qty.
 Add

Delivery Date

Enter Several Items

Shopping Lists

View All Lists

Go

Special Offers



Click Here for Special Offers

Office Supplies

- [2008 Calendars & Planners](#)
- [Basic Office Supplies](#)
- [Batteries](#)
- [Binders & Binder Accessories](#)
- [Business Cards, Letterhead & Forms](#)
- [Card Files](#)
- [Cases & Portfolios](#)
- [Cash Handling](#)
- [Custom Imprinted Products](#)
- [Desk Accessories](#)
- [Envelopes](#)
- [File Folders & Expanding Files](#)
- [Greeting Cards](#)

- [Labels](#)
- [Mail & Ship](#)
- [Maintenance & Breakroom](#)
- [Paper](#)
- [Pens, Pencils & Correction](#)
- [Presentation & Meeting Supplies](#)
- [School Supplies & Child Rewards](#)
- [Self-Stick Notes & Flags](#)
- [Signs, Badges & Seals](#)
- [Stamps, Daters & Numbering Machines](#)
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- [Televisions](#)
- [Toner, Ink & Ribbons](#)

Search by description

Hide Images



HP Laser Toner Cartridge, Q5945A, Black
Staples Item No. 584882

Keller ISD Best Buy

584882 HEWQ5945A EA/1 \$221.10 1

Add to Order
Add to List

InkJet Printer Supplies: Remanufactured

Customer Item No.	MFR Item No.	UOM/QTY	Your Price	Qty	Add to....
-------------------	--------------	---------	------------	-----	------------

Hide Images



Roxbury Inkjet Cartridge, RIHR402B, Remanufactured HP 45, Black
Staples Item No. 593334



Keller ISD Best Buy

593334 ROXRIHR402B PK/2 \$34.53 1

Add to Order
Add to List

Copier Supplies

Customer Item No.	MFR Item No.	UOM/QTY	Your Price	Qty	Add to....
-------------------	--------------	---------	------------	-----	------------

Hide Images



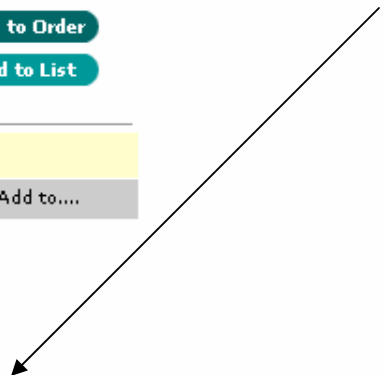
HP Cartridge, 51645A, Black
Staples Item No. 603555

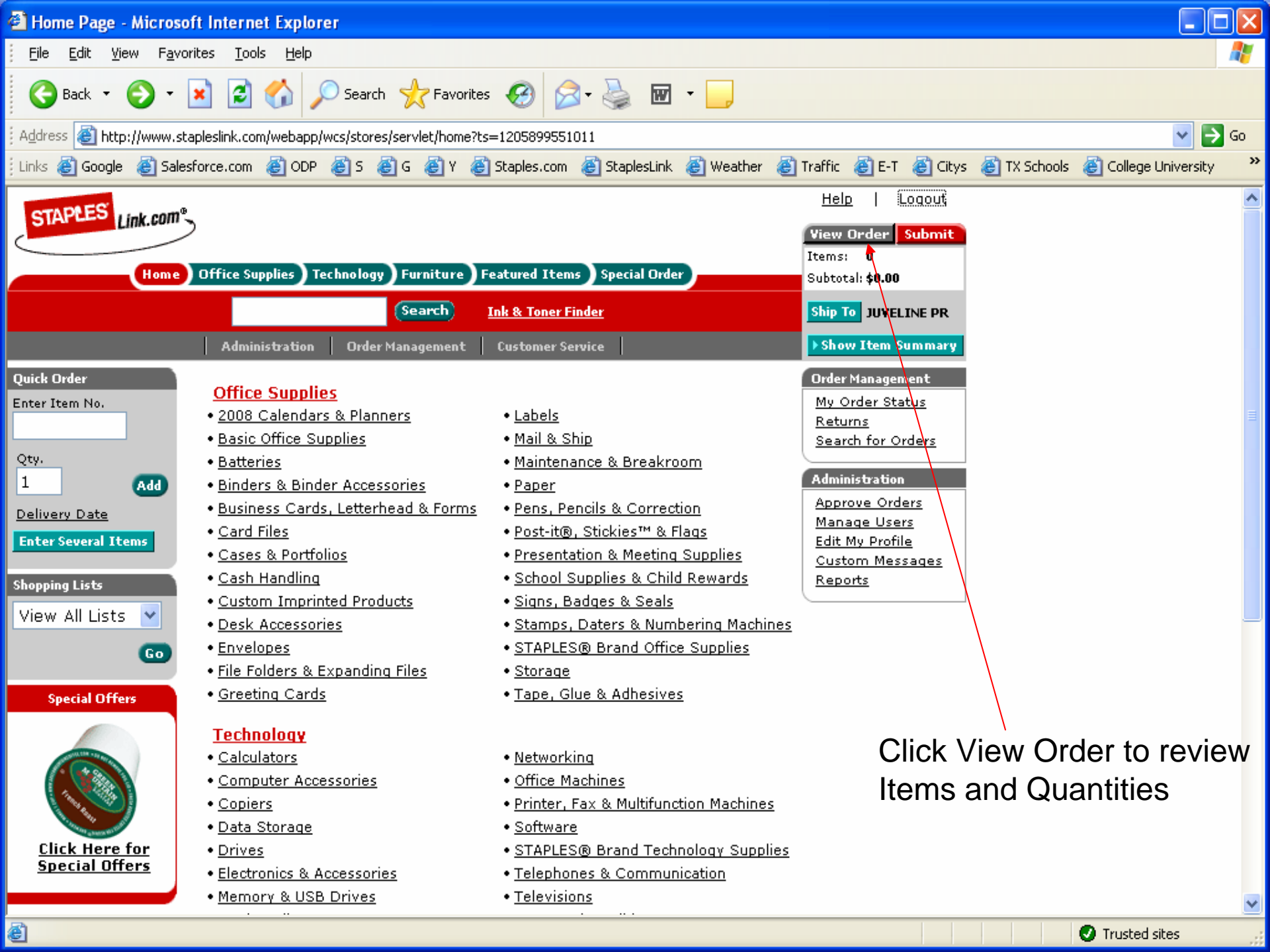
Keller ISD Best Buy

603555 HEW51645A EA/1 \$26.99 1

Add to Order
Add to List

Select quantity and Click Add to Order





View Order Submit

Items: 0
Subtotal: \$0.00

Ship To JUVELINE PR

Show Item Summary

Order Management

- My Order Status
- Returns
- Search for Orders

Administration

- Approve Orders
- Manage Users
- Edit My Profile
- Custom Messages
- Reports

Quick Order

Enter Item No. [input]
Qty. 1 [input] Add
Delivery Date [input]
Enter Several Items

Shopping Lists

View All Lists [dropdown]
Go

Special Offers



Office Supplies

- 2008 Calendars & Planners
- Basic Office Supplies
- Batteries
- Binders & Binder Accessories
- Business Cards, Letterhead & Forms
- Card Files
- Cases & Portfolios
- Cash Handling
- Custom Imprinted Products
- Desk Accessories
- Envelopes
- File Folders & Expanding Files
- Greeting Cards
- Labels
- Mail & Ship
- Maintenance & Breakroom
- Paper
- Pens, Pencils & Correction
- Post-it®, Stickies™ & Flags
- Presentation & Meeting Supplies
- School Supplies & Child Rewards
- Signs, Badges & Seals
- Stamps, Daters & Numbering Machines
- STAPLES® Brand Office Supplies
- Storage
- Tape, Glue & Adhesives

Technology

- Calculators
- Computer Accessories
- Copiers
- Data Storage
- Drives
- Electronics & Accessories
- Memory & USB Drives
- Networking
- Office Machines
- Printer, Fax & Multifunction Machines
- Software
- STAPLES® Brand Technology Supplies
- Telephones & Communication
- Televisions

Click View Order to review Items and Quantities



Your Order: Review Item Information

View Printable Version

- To edit quantities or packing slip notes, enter your changes and click 'Update Order'.
- Click on the column headings to sort item information.
- You can also save this order as a shopping list.
- To continue placing your order, click 'Submit'.

Name or other Information to help Product distribution At school.

Customer's Item No.	MFR Item No.	UOM/Qty	Your Price	Qty.	Item Total	Packing Slip Note	Expected Delivery Date	Remove an Item
							View All	

Staples® Copy Paper, 8 1/2" x 11", LETTER-size, 92/104 US/Euro Brightness, 20 lb, 5,000 Sheets/Carton
Staples Item No. 135848

On Contract

135848	STP135848	CT/5000	\$50.04	1	\$50.04	Carla	10-19-2007	<input type="checkbox"/>
--------	-----------	---------	---------	---	---------	-------	------------	--------------------------

BIC® Round Stic® Pens, Medium Point, Red Ink, 12/Bx
Staples Item No. 123455

	BICGSM11RD	DZ/12	\$2.70	20	\$54.00	Library	10-19-2007	<input type="checkbox"/>
Customer's Item No.	MFR Item No.	UOM/Qty	Your Price	Qty.	Item Total	Packing Slip Note	Expected Delivery Date	Remove an Item

Click here to finish order

Total: \$104.04

Continue Shopping

Clear Order Update Order Submit

• Fields marked * are required.

Purchase Information

Purchaser's Name: todd burnell
Phone: (469) 226-5050
Email: setup@parkercountytx.com
Company Name: PARKER COUNTY
Bill To: 1004540

Shipping Information

Recipient's Name:
Ship To Location: 554
Company Name: PARKER COUNTY
Address #1: 5189 E I-20 SERVICE RD N
Address #2: CONSTABLE # 4
Address #3:
Floor:
City, State, Zip Code: WILLOW PARK, TX 76087
Country: USA
*Phone: () - x

Place PO Number Here

Accounting Information

Budget Center:
P.O. Number:
P.O. Release:

Payment Method **Credit Card No.** **Expiration Date** **Edit Profile Options**

Invoice this account

Use a new credit card

Select a credit card Month / Year

Save to Profile
(This card will be saved to your user profile)

Click submit

Cancel Submit Order

Thank you, your order has been submitted. Your order number and status are below.

Order Status Details: Order No. 7035908960

Update status OK

You may Print this page for your records.

 [View Printable Version](#)

Order Status: **Pending Administrator Approval** Ship To:
 Approver: **todd burnell (Administrator)**
 Order No: **7035908960**
 Order Date: **10/18/2007**
 Ordered By:
 First and Last Name / PO: **CINDY SMITH**

Click here to create Hardcopy

[Click here to see order status definitions](#)

Item Status	Expected Delivery Date	Customer's Item Number	MFR Item No.	UOM/Qty	Your Price	Qty	Packing Slip Note	Item Total
-------------	------------------------	------------------------	--------------	---------	------------	-----	-------------------	------------

Staples® Copy Paper, 8 1/2" x 11", LETTER-size, 92/104 US/Euro Brightness, 20 lb, 5,000 Sheets/Carton

Staples Item No. 135848

On Contract

135848	STP135848	CT/5000	\$50.04	1	Carla	\$50.04
--------	-----------	---------	---------	---	-------	---------

BIC® Round Stic® Pens, Medium Point, Red Ink, 12/Bx

Staples Item No. 123455

			BICGSM11RD	DZ/12	\$2.70	20	Library	\$54.00
--	--	--	------------	-------	--------	----	---------	---------

Item Status	Expected Delivery Date	Customer's Item Number	MFR Item No.	UOM/Qty	Your Price	Qty	Packing Slip Note	Item Total
-------------	------------------------	------------------------	--------------	---------	------------	-----	-------------------	------------

[Click here to see order status definitions](#)

Total: \$104.04

Update status OK



- Click **'Print This Page'** to print this page for your records.
- Click **'Back'** to go to the previous page.

[Back](#) [Print This Page](#)

1. Click here to print

Order Status: **Pending Administrator Approval** Ship To:
 Approver: **todd burnell (Administrator)**
 Order No: **7035908960**
 Order Date: **10/18/2007**
 Ordered By:
 First and Last Name / PO: **CINDY SMITH**

2. Print page attach
 This page to your
 Pre req.

Item Status	Expected Delivery Date	Customer's Item Number	MFR Item No.	UOM/Qty	Your Price	Qty	Packing Slip Note	Item Total
Staples® Copy Paper, 8 1/2" x 11", LETTER-size, 92/104 US/Euro Brightness, 20 lb, 5,000 Sheets/Carton Staples Item No. 135848 On Contract								
		135848	STP135848	<u>CT/5000</u>	\$50.04	1	Carla	\$50.04
BIC® Round Stic® Pens, Medium Point, Red Ink, 12/Bx Staples Item No. 123455								
			BICGSM11RD	<u>DZ/12</u>	\$2.70	20	Library	\$54.00
Total:								\$104.04

3. Click on back

Thank you, your order has been submitted. Your order number and status are below.

Order Status Details: Order No. 7035908960

Update status **OK**

You may Print this page for your records.

[View Printable Version](#)

Order Status: **Pending Administrator Approval** Ship To:
 Approver: **todd burnell (Administrator)**
 Order No: **7035908960**
 Order Date: **10/18/2007**
 Ordered By:
 First and Last Name / PO: **CINDY SMITH**

Click here to complete Order.

[Click here to see order status definitions](#)

Item Status	Expected Delivery Date	Customer's Item Number	MFR Item No.	UOM/Qty	Your Price	Qty	Packing Slip Note	Item Total
-------------	------------------------	------------------------	--------------	---------	------------	-----	-------------------	------------

Staples® Copy Paper, 8 1/2" x 11", LETTER-size, 92/104 US/Euro Brightness, 20 lb, 5,000 Sheets/Carton

Staples Item No. 135848

On Contract

135848 STP135848 CT/5000 \$50.04 1 Carla \$50.04

BIC® Round Stic® Pens, Medium Point, Red Ink, 12/Bx

Staples Item No. 123455

BICGSM11RD DZ/12 \$2.70 20 Library \$54.00

Item Status	Expected Delivery Date	Customer's Item Number	MFR Item No.	UOM/Qty	Your Price	Qty	Packing Slip Note	Item Total
-------------	------------------------	------------------------	--------------	---------	------------	-----	-------------------	------------

[Click here to see order status definitions](#)

Total: \$104.04

Update status **OK**



- Home
- Office Supplies
- Technology
- Furniture
- Featured Items
- Special Order

Search

[Ink & Toner Finder](#)

- Resource Center
- Administration
- Order Management
- Customer Service

[Help](#) | [Logout](#)

[View Order](#) [Submit](#)

Items: 0

Subtotal: \$0.00

[Ship To](#) ADMINISTRAT

[Show Item Summary](#)

Order Management

[My Order Status](#)

[Returns](#)

[Search for Orders](#)

Administration

[Approve Orders](#)

[Edit My Profile](#)

Quick Order

Enter Item No.

Qty.

Add

Delivery Date

[Enter Several Items](#)

Shopping Lists

View All Lists

Go

Special Offers



[Click Here for Special Offers](#)

Office Supplies

- [2008 Calendars & Planners](#)
- [Basic Office Supplies](#)
- [Batteries](#)
- [Binders & Binder Accessories](#)
- [Business Cards, Letterhead & Forms](#)
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- [Self-Stick Notes & Flags](#)
- [Signs, Badges & Seals](#)
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- [STAPLES® Brand Office Supplies](#)
- [Storage](#)
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Technology

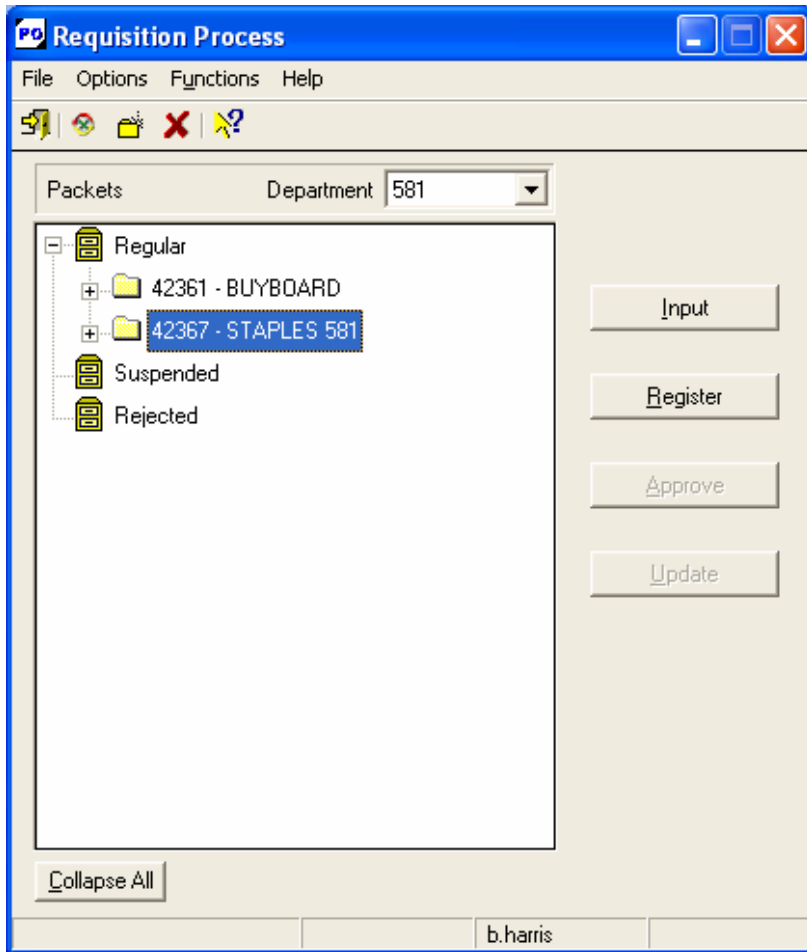
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- [Office Machines](#)
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- [Software](#)
- [STAPLES® Brand Technology Supplies](#)
- [Telephones & Communication](#)
- [Televisions](#)
- [Toner, Ink & Ribbons](#)

Furniture

- [Bookcases](#)
- [Chairs, Chairmats & Casters](#)
- [Literature Organizers & Racks](#)
- [Office Furnishings](#)

Order has been placed
You can log out or start next order

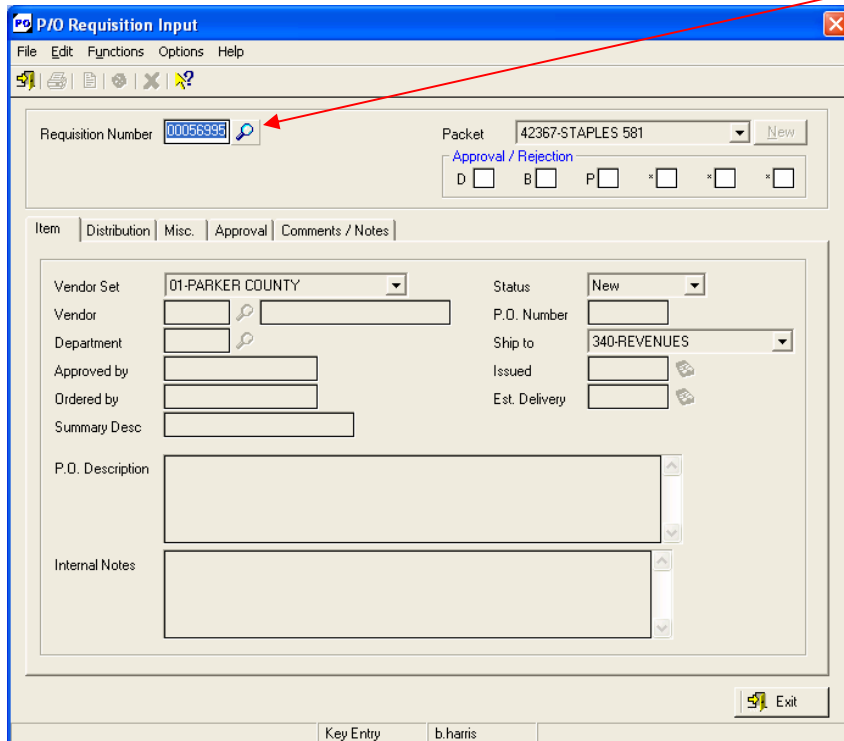
Finishing the PO



- Once again select your packet.
- Then click the Input button.

Getting back into the PO

- Click on the Magnifying Glass Icon



The screenshot shows a software window titled "P/O Requisition Input". The window has a menu bar with "File", "Edit", "Functions", "Options", and "Help". Below the menu bar is a toolbar with several icons, including a magnifying glass. The main area of the window contains the following fields and controls:

- Requisition Number:** A text box containing "00056935" with a magnifying glass icon to its right. A red arrow points from the text "Click on the Magnifying Glass Icon" to this icon.
- Packet:** A dropdown menu showing "42367-STAPLES 581" and a "New" button.
- Approval / Rejection:** A section with checkboxes for "D", "B", "P", and three asterisks (*).
- Item | Distribution | Misc. | Approval | Comments / Notes:** A set of tabs for navigating between different sections of the requisition.
- Vendor Set:** A dropdown menu showing "01-PARKER COUNTY".
- Status:** A dropdown menu showing "New".
- Vendor:** A text box with a magnifying glass icon.
- P.O. Number:** A text box.
- Department:** A text box with a magnifying glass icon.
- Ship to:** A dropdown menu showing "340-REVENUES".
- Approved by:** A text box.
- Issued:** A text box with a magnifying glass icon.
- Ordered by:** A text box.
- Est. Delivery:** A text box with a magnifying glass icon.
- Summary Desc:** A text box.
- P.O. Description:** A large text area with scrollbars.
- Internal Notes:** A large text area with scrollbars.
- Exit:** A button with a magnifying glass icon and the text "Exit".
- Key Entry:** A status bar at the bottom left showing "b.harris".

Select the PO

Select Requisition Number

Packet: 42367-STAPLES 581

Vendor Set: 01-PARKER COUNTY

Vendor:

Req. #	Packet	Vendor	Vendor Name	Description
00056992	42367	2686	STAPLES BUSINESS A 581-	

Ok Cancel

- Highlight the PO you wish to complete
- Then click the OK button.

Completing the Item Tab

The screenshot shows the 'P/O Requisition Input' window with the 'Item' tab selected. The 'Summary Desc' field contains the text '581-7035908960'. The 'P.O. Description' field contains the text '7035908960'. Red arrows point from the text on the right to these two fields.

Requisition Number	00056992	Packet	42367-STAPLES 581
Approval / Rejection	D <input type="checkbox"/> B <input checked="" type="checkbox"/> P <input type="checkbox"/> *A <input type="checkbox"/> *A <input type="checkbox"/> *A <input type="checkbox"/>		
Vendor Set	01-PARKER COUNTY	Status	New
Vendor	2686 STAPLES BUSINESS ADVANT	P.O. Number	08-14000
Department	581	Ship to	581-Purchasing Dept
Approved by	Deena Nichols	Issued	5/16/2008
Ordered by	Assistant	Est. Delivery	5/16/2008
Summary Desc	581-7035908960		
P.O. Description	7035908960		
Internal Notes			

Put the order number

- in the Summary Description field next to the dept. number
- in the PO Description field.

Completing the Distribution Tab

P/O Requisition Input

File Edit Functions Options Help

Requisition Number: 00056992 Packet: 42367-STAPLES 581

Approval / Rejection: D B P *A *A *A

Item Distribution Misc. Approval Comments / Notes

Account: 10 5-581-300-330 Description: COPY PAPER

Project: SUPPLIES PURCHA

Ordered: Units: 0.000 Price: 0.000 Amount: 50.04

Fund	Account	PJ	Line	Description	Units	Price	Amount	DB
10	5-581-300-330			COPY PAPER	0.000	0.000	10.00	

Account Budget: 2,500.00 Available: 167.75 Total: 10.00

Group Budget: 0.00 Available: 0.00

Ok Cancel

Edit b.harris

- Description: Item that was ordered.
- Amount: The price of that particular item.

Itemizing the PO

The screenshot shows the 'P/O Requisition Input' window. At the top, the 'Requisition Number' is 00056982 and the 'Packet' is 42367-STAPLES 581. Below this, there are checkboxes for 'Approval / Rejection' with options D, B, P, and A. The main form has tabs for 'Item', 'Distribution', 'Misc.', 'Approval', and 'Comments / Notes'. The 'Item' tab is active, showing 'Account' 10 5-581-300-330, 'Description' RED PENS, and 'Ordered' 0.000 units at 0.000 price for a total amount of 54.00. A table below lists items: 'COPY PAPER' (0.000 units, 0.000 price, 50.04 amount) and 'RED PENS' (0.000 units, 0.000 price, 54.00 amount). At the bottom, budget information shows 'Account Budget' 2,500.00 and 'Available' 73.71, with a 'Total' of 104.04. A red arrow points to the 'Ok' button.

Fund	Account	PJ	Line	Description	Units	Price	Amount	DB
10	5-581-300-330			COPY PAPER	0.000	0.000	50.04	
10	5-581-300-330			RED PENS	0.000	0.000	54.00	

- To itemize the PO you must continue to tab until you can enter the account number again.
- Follow through with the second item as was done with the first.
- If there are more items continue the same procedure.
- Once you have entered all items included in the order click OK.

Final Requisition Approval

Requisition Approval

Approval Status

-- Approval Level --

Dept Head	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject
Buyers	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Purchasing	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject

Rejection E-Mail

Preview E-Mail Message

Send E-Mail Message

No E-Mail Message

- Now that the PO is complete approve it by clicking OK

Processing PO for Payment

- After the PO is approved print it out
- After the order is received attach the packing slip to the PO
- After the invoice is received attach it to the PO and Packing slip.
- Then turn into the Auditor's office for processing. (make sure the PO is signed)

Maintenance

- It would be a good idea to maintain a file in PO number order.
- Monthly review file of PO's not sent in and follow-up with Staples on Packing slips, invoices, and orders not received.